

# Central Equipment & Transportation Department



## FTA Transportation Asset Management Plan (TAM)

Tammy Corn, Executive Director

### Mission

The City of Kokomo is the direct recipient of Federal funds through the FTA and is responsible to assure all funds are expended in a responsible manner. Director of Central Garage is responsible for all Fleet Procurement and Maintenance of FTA purchased rolling stock and equipment. It is the mission of the Director to procure and maintain the fleet at a level that meets or exceeds the manufacturers and FTA recommended standards. The guiding principle of the TAM is to guarantee steps are followed when maintaining any and all of the FTA's investment to assure the good stewardship of taxpayer dollars.

(Revised 07.2017)

### **Graduated Preventative Maintenance Program**

The emphasis of City of Kokomo Transit System's maintenance program is preventive rather than reactive maintenance. A strong preventive maintenance program effectively reduces overall maintenance costs by decreasing the number of road calls and the high cost of unpredictable repairs caused by reactive maintenance. The City of Kokomo Transit System uses a graduated preventative maintenance program (PM) that is based on the manufacturer's recommendations and modified based on our experience and the local conditions we deal with in Kokomo city limits. Solid PM Practices maximize useful life, are cost efficient over the life of the vehicle, and ensures that our vehicles remain in safe operating condition.

The City of Kokomo Transit has an aggressive preventive maintenance program that schedules bus inspections based on a variety of categories. A PM schedule is developed for each type or group of vehicles we operate. The PM schedule established is based upon usage and vehicle type. The schedule is progressive. Each successive PM includes a higher level of maintenance inspection activity. Vehicles are inspected based on mileage and time. In addition, each vehicle receives an annual comprehensive inspection.

The City of Kokomo Transit staff continually review our maintenance practices to identify potential improvements to the program. This assures optimum benefits from the scheduled inspections. Engine oil analysis is an integral part of the inspection program. Oil analysis occurs differently for different fleet types. Some are based on mileage or hours operated. The purpose is for early identification of unusual engine wear thereby, acting to prevent catastrophic engine failures.

### **Local Conditions**

Local conditions have a direct impact on the level of PM needed. City of Kokomo Transit provides service throughout Kokomo city limits. The following conditions are considered when developing a PM program for a vehicle or group of vehicles:

- Service Design
  - Urban Service – Fixed route and complimentary paratransit service. Due to the frequency of the stops and traffic congestion in the urban area, vehicles used for this service require a higher level of PM
- Topography – The City of Kokomo is located in central Indiana. The terrain is fairly flat. However, the use of sand and salt for icy road conditions may cause premature wear on certain parts of the vehicles. Those parts are inspected more frequently than the manufacturer recommends.
- Weather – The City of Kokomo is subject to inclement weather occasionally. The average rainfall is approx.49 inches per year. The average snowfall is 37 inches.
- Local Policies
  - The City of Kokomo Transit requires that all vehicles be equipped with a seat that is antimicrobial for the passengers. This type of seat is more sanitary and easier to clean and therefore is less costly to maintain.
  - Cleanliness – All vehicles must be cleaned daily
  - Graffiti – All graffiti must be removed within 24 hours

### **Authorize, Direct, and Control Maintenance Activities and Costs**

The Maintenance Manager is responsible for developing the PM schedule for each vehicle fleet and ensuring that all PM activities are completed in a timely manner and consistent with the manufacturer's recommendations.

Throughout the PM and repair process the tasks performed by maintenance staff are under constant review by the Maintenance Department management and staff. This constant review is designed to ensure that review and decisions are made at the proper level of management.

Each day the Maintenance Manager prints and reviews the PM Tracking report to identify which vehicles are due or coming due for Preventative/Preservation Maintenance. The identified vehicles are removed from service and scheduled for work.

The work is then assigned to a Preventative Maintenance Technician who performs the PM and completes the appropriate PM inspection form. The technician is provided with complete instructions on how to perform the PM

and is required to follow those instructions to completion. Very minor repairs such as light bulbs and the securing of fasteners etc. are done during the PM process.

The City of Kokomo Transit maintains separate PM inspection process for specific component systems such as wheelchair lifts and HVAC systems. These component systems each have their own PM schedules, forms, and tracking reports. A maintenance supervisor is charged with the task to review the tracking reports and generates the work orders to perform the tasks.

Other needed repairs may be identified during the PM inspection. These are referred to as “PM write ups”. In addition, drivers may report vehicle problems. The Supervisor and/or the Lead person review the PM write-ups and driver reports. The repairs are then scheduled into the repair shop, assigned to a mechanic and completed before the bus returns to service. A separate work order is issued for this type of repair.

#### **Identify, Track, and Record Maintenance Activities and Costs**

The City of Kokomo Transit uses a system of manual and computerized forms and reports to schedule and perform preventative/preservation maintenance (PM) and repairs to its fleet of vehicles. These documents include:

- Work orders
- Service orders
- Purchase orders
- Parts requests
- PM Tracking report
- PM Inspection forms (these vary based on type of vehicle and level of PM to be performed)

After the Maintenance Manager identifies which vehicles are due for PM, a work order is prepared that describes the work to be done, the account codes to be charged, and instructions as to which level of PM is to be performed. All the PM labor and costs are captured under the PM code on the work order. When there is a PM write-up, a new work order or multiple work orders are then generated listing those repairs. All repair labor and parts are charged to the work orders under the specific coding applicable to the individual repairs.

The required parts and supplies are assembled by the inventory department and charged to the work order. The PM work order is checked and completed by the inventory department. The inventory department then updates the PM Tracking Report to show when the PM was completed.

If a repair is determined to be covered under the warranty, the appropriate coding will be identified on the work order. Any warranty parts removed from the vehicle(s) are tagged with the repair information and sent to the inventory department for storage until requested by the manufacturer/vendor. The Inventory Department submits a warranty claim to the applicable manufacturer/vendor. The inventory department tracks warranty claims via the open warranty tracking report. (See warranty Recovery Program section of this plan for more details).

#### **Process to oversee work done by contractors**

The City of Kokomo Transit may use a private garage for repairs, as needed. The private garage is required to maintain the vehicles in accordance with our plan. To ensure compliance The City of Kokomo Transit requires the contractor to submit all work orders for preventative maintenance and repairs to our Central Garage Maintenance Manager. In addition, the Maintenance Department staff conduct a physical inspection of all Transit agency vehicles repaired by the private entities.

#### **Rolling Stock Purchases (FTA defined)**

- a. **Buy America**. The grant applicant must certify that in carrying out a procurement it will comply with applicable Buy America laws. Specific Buy America requirements apply to each acquisition of iron, steel, or manufactured goods, including rolling stock. Unless an acquisition qualifies for a waiver, Federal transit assistance authorized by 49 U.S.C. chapter 53 and 23 U.S.C. (Highways) may not be used to finance the acquisition of iron, steel, or manufactured goods that are not produced in the United States. [49 U.S.C. Section 5307(d)(1)(E). Also see Category XII, item A (5) in Annual Certifications and Assurances. Also in accordance with 49 U.S.C. Section 5323(j), and FTA Buy America regulations, 49 CFR. Part 661.]

- b. Pre-Award and Post Delivery Audits. FTA requires grant recipients purchasing revenue passenger rolling stock to undertake reviews of the rolling stock prior to the award of the contract and following delivery of the vehicles. The intention is to improve compliance with Buy America requirements, the grantee's bid specifications, and Federal Motor Vehicle Safety Standards. Compliance must be certified on the Annual List of Certifications and Assurances. The requirement is from 49 U.S.C. Section 5335(a) and is implemented in a regulation (49 CFR. 663).
- c. Requirements for Bus Fleets. FTA has established several policies that are meant to ensure that buses purchased or leased with Federal funds are maintained and remain in transit use for a minimum normal service life and to ensure that the buses acquired are necessary for regularly scheduled transit revenue service (i.e., to meet peak service requirements with a reasonable allowance for spares).

**Service Life Policy (FTA defined).** Service life of rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service. Minimum normal service lives for buses and vans are:

- a. Large, heavy-duty transit buses (approximately 35'): at least 12 years of service or an accumulation of at least 500,000 miles.
- b. Medium-size, heavy-duty transit buses (approximately 30'): 10 years or 350,000 miles.
- c. Medium-size, medium-duty transit buses (approximately 30'): 7 years or 200,000 miles.
- d. Medium-size, light-duty transit buses (approximately 25-35'): 5 years or 150,000 miles.
- e. Other light-duty vehicles such as small buses and regular and specialized vans: 4 years or 100,000 miles.

**Replacement at End of Minimum Normal Service Life (FTA defined).** Vehicles proposed to be replaced must have achieved at least the minimum normal service life. For purposes of bus replacement grant applications, the age of the bus to be replaced is its years of service or mileage at the time the proposed new bus is introduced into service. A fleet roster must accompany a grant application for which funds are requested to replace vehicles.

**Contingency Fleet (FTA defined).**

Buses may be placed in an inactive contingency fleet -- stockpiled -- in preparation for emergencies. No bus may be stockpiled before the vehicle has reached the end of its minimum normal service life. Buses held in a contingency fleet must be properly stored, maintained, and documented in a contingency plan, updated as necessary, to support the continuation of a contingency fleet. A contingency plan is not an application requirement, although FTA may request information about the contingency fleet during application review. Contingency plans are subject to review during triennial reviews required for the Urbanized Area Formula Program. Any rolling stock not supported by a contingency plan will be considered part of the active fleet. Since vehicles in the contingency fleet are not part of the active fleet, they do not count in the calculation of spare ratio.

**Preventive Maintenance / Scheduled maintenance:**

Preventive / Scheduled maintenance is performing maintenance tasks on schedule at a level that meets or exceeds the manufacturers recommended standards.

- a. Most vehicle services will occur at either a 5,000 mile or 250-hour intervals, they will either meet or exceed the manufacturer's recommendations and are adapted for our local weather and road conditions.
  - i. For the specific service schedule for a vehicle, contact a foreman at Central Equipment or see Preventative Maintenance Manuals for specific makes/models for PM schedule.
  - ii. The vehicle operator plays a key role in ensuring scheduled maintenance occurs when required. The operator should know when his / her vehicle must be serviced (time and/or mileage) and prior to that must inform his / her supervisor that the service will soon be due. The operator's supervisor must contact the Central Equipment foreman and schedule the service. Department Supervisors must ensure the service occurs as close to the service interval as possible.

- iii. Please see attached memo for maintenance information on vehicles that may exceed the above recommendation of 4,000 miles
  - iv. The City of Kokomo uses the software system H.T.E Fleet Management aspect to track repairs, generate reports, and track the costs of parts and repairs for all maintenance items.
- b. Equipment maintenance shall be schedule depending on the type of equipment; however, shall be monitored to assure all equipment funded with FTA dollars is kept to the highest operating standards at all times.

**Trend Analysis:** In order to best understand the effectiveness of preventive maintenance trend analysis are performed between various repairs. Decreasing mileage intervals between repairs may indicate that a repair is not being performed properly. Increased parts usage may also indicate that a repair or inspection is not being completed effectively. Trend analyses may be performed in the following areas:

- Brake system
- Wheels
- Belts
- Fluids
- Steering components
- Electrical systems
- Transmission
- Drive train
- Engine
- Wheelchair lift
- Oil analysis

The analysis is recorded electronically, in order to perform trend analyses more easily.

### **System-wide Service Standards and Policies**

Vehicle Load

Vehicle Headways

On-time Performance

Service Availability

Vehicle Assignment

Transit Amenities

### **Vehicle Load**

Vehicle Load Factor is described as follows by FTA Circular 4702.1B:

Vehicle load can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. A vehicle load standard is generally expressed in terms of peak and off-peak times.

City-Line calculates Vehicle Load Factor by dividing the average peak passenger load on each route by the fleet's average seating capacity. Vehicle Load Factor is monitored regularly and used to determine whether additional capacity needs to be added to specific trips or routes based on changing demand patterns.

Proposed Standard: Vehicle Load Factor of 1.25 during peak and 1.00 during off-peak times.

### **Vehicle Headway**

Vehicle headway is described as follows by FTA Circular 4702.1B:

Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Vehicle headways are measured in minutes (e.g., every 15 minutes). Headways and frequency of service are general indications of the level of service provided along a route. Vehicle headway is one component of the amount of travel time expended by a passenger to reach his/her destination.

City-Line calculates headway by determining the average length of time between buses on each route. In the event a route regularly exceeds Vehicle Load Factor standards, City-Line will evaluate whether headways should be reduced within the confines of funding levels.

### **On-Time Performance**

On-time performance is described as follows by FTA Circular 4702.1B:

On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be “on time.” For example, a transit provider may consider it acceptable if a vehicle completes a scheduled run between zero and five minutes late in comparison to the established schedule. On-time performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along the route. Some transit providers set an on-time performance standard that prohibits vehicles from running early (i.e., ahead of schedule) while others allow vehicles to run early within a specified window of time (e.g., up to five minutes ahead of schedule). An acceptable level of performance must be defined (expressed as a percentage). The percentage of runs completed system-wide or on a particular route or line within the standard must be calculated and measured against the level of performance for the system.

City-Line defines a bus as late if it departs the “time point” five or more minutes later than the published time. Buses are considered early if they depart from a published time point at any time prior to the scheduled departure.

Current Standard: City-Line has an adopted on-time performance goal of 92- 95 percent. On-time performance

### **Service Availability**

Service availability/transit access is described as follows by FTA Circular 4702.1B:

Service availability is a general measure of the distribution of routes within a transit provider’s service area. For example, a transit provider might set a service standard to distribute routes such that a specified percentage of all residents in the service area are within a one-quarter mile walk of bus service or a one-half mile walk of rail service. A standard might also indicate the maximum distance between stops or stations. These measures related to coverage and stop/station distances might also vary by population density. City-Line will determine transit availability by mapping all active bus stops within the system and then calculating the population that resides within one-half mile radii of those stops. This information is then compared to the total service area population.

Proposed Standard: A goal of ensuring 60 percent of city residents live within one half mile of a bus stop.

### **Vehicle Assignment**

Vehicle assignment is described as follows by FTA Circular 4702.1B:

Vehicle assignment refers to the process by which transit vehicles are placed into service in depots and on routes throughout the transit provider’s system. Policies for vehicle assignment may be based on the age of the vehicle, where age would be a proxy for condition. For example, a transit provider could set a policy to assign vehicles to depots so that the age of the vehicles at each depot does not exceed the system-wide average. The policy could also be based on the type of vehicle. For example, a transit provider may set a policy to assign vehicles with more capacity to routes with higher ridership and/or during peak periods.

City-Line currently has two general types of buses in the fleet, all of which are maintained to the same strict standards:

3- 30-foot heavy-duty transit buses

4 - 35-foot heavy-duty transit buses

Proposed Policy: All buses have the same level of amenities (i.e. air conditioning, wheelchair lifts, Wi-Fi), available to riders. Buses are not assigned to specific routes within City-Line service area based on vehicle age, but rather to serve specific routes that call for vehicles of differing lengths based street limitations. Given City-Line’s strict standards with respect to maintenance, age does not serve as a viable proxy for diminished quality.

## **Transit Amenities**

Transit amenities are described as follows by FTA Circular 4702.1B:

Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. Fixed-route transit providers must set a policy to ensure equitable distribution of transit amenities across the system. Policies in this area address how these amenities are distributed within a transit system, and the manner of their distribution determines whether transit users have equal access to these amenities. This...is not intended to impact funding decisions for transit amenities. Rather, this applies after a transit provider has decided to fund an amenity.

Proposed Policy: Transit amenities are distributed on a system-wide basis. Transit amenities include shelters and benches. The location of transit amenities is determined by factors such as ridership, individual requests, and staff recommendations.

## **Intelligent Transportation Systems (ITS) Technologies**

- Automated routing and scheduling systems make it possible to schedule trips with multiple destinations on relatively short notice.
- Real-time vehicle tracking makes it possible for transit agencies and drivers to pinpoint a vehicle's location and make changes to its schedule to meet passenger needs.

## **Training**

Drivers, supervisors and mechanics are all offered ongoing training that is made available by RTAP, INDOT, FTA and manufacturers.

## **Periodic Inspections**

Daily the drivers do inspections of the vehicles as well as the Central garage mechanics do complete inspections during PM services and repairs.

## **Cost Analysis Tool**

The City of Kokomo Transit's Maintenance Department uses a life cycle cost analysis tool as part of its decision-making process when establishing and making changes to preventative maintenance intervals. This enables our agency to analyze the cost effects of alternative practices over the life of the equipment.

## **On-time inspection variance**

The allowable variance with all preventive maintenance inspections is a minus 1000 miles to a plus 1000 miles. Any inspection completed within this parameter is considered on time.

## **Warranty Recovery System**

The City of Kokomo Transit operates a warranty recovery program to ensure that cost of parts and repairs on warranty-covered items are recovered.

### **Failed Components**

Parts and components that may have failed prematurely are returned to the Inventory Department. The Inventory Division researches the original installation date, miles of usage on the failed component, and the vendor it was originally purchased from. If the part or component is covered by a warranty, it is returned to the vendor.

### **Return to manufacturer/vendor**

Authorization for warranty return and labor claims, if applicable, are obtained from the manufacturer or vendor. Information is supplied to the vendor on the circumstances of the failure, if known. The item is then returned to the vendor warranty department for repair or replacement. The City of Kokomo Transit retains copy of the warranty claim form for tracking purposes.

### **Receipt from manufacturer/vendor**

When a unit is received at The City of Kokomo Transit, it is entered into the inventory system via an Inventory Adjustment form that is coded as a warranty replacement. A Journal Voucher form is completed and forwarded to the Accounting Department to make the necessary accounting adjustments. Labor credit if received is applied to the appropriate cost center via a credit entry applied to the work order used when the defective part was removed.

**Mission Critical Items:**

The facility/equipment maintenance program should identify specific mission critical and safety items, which include, but are not limited to:

- Buildings
- Elevators
- Escalators
- Passenger stations/shelters
- Parking lots
- Rights-of-way (guideway, track, ballast, etc.)
- Electric distribution and control equipment
- Plumbing systems
- Overhead doors
- Vehicle maintenance lifts
- Vehicle washers and wash water recycling systems
- Heating and/or air conditioning units
- Power substations, etc.
- Security equipment

**Security equipment preventative maintenance:** Maintenance checks will be done during regular scheduled preventive maintenance; Central Equipment will check to see that all connections are intact and there are no obvious equipment issues. Drivers are to check equipment at the beginning of each shift; i.e. radio check and camera-ready light is on. Supervisors are to randomly pull video hard drive and verify recording. If and when there is an issue our outside repair vendor will be notified and the equipment shall be repaired at the earliest time available.

**Unscheduled Maintenance:** When an operator detects a vehicle, problem requiring repair he / she must immediately notify his / her supervisor. Once the supervisor is made aware of the need for vehicle repairs, he / she should contact the Central Equipment foreman, report the problem and arrange for the repair. Defects impacting safety of operation (lights, brakes, suspension, steering, fluid levels) or any other critical items must be immediately reported to Central Equipment. If the vehicle may be safely operated, the foreman will inform supervisor when to bring the vehicle in for repairs. Non-critical items may be deferred at the discretion of the operator's supervisor or a Central Equipment's Director or foreman.

**Responsibilities:** Department Supervisors or their designees are responsible for vehicle training: employees operating special purpose vehicles (special purpose vehicles are any vehicle designed for a specific purpose and are dissimilar from cars and trucks employees would normally be expected to drive as personal vehicles) must receive familiarization training by a qualified instructor prior to being allowed to operate the vehicle.

Training should include at a minimum:

- Training for all certifications and / or mandatory licensing
- Vehicle service checks
- Vehicle pre and post trip inspections
- Operator maintenance and the operation of all controls and devices.
- All safety procedures

Training will be documented and revisited as determined by the department head.

**Lift issues:** A vehicle is **unusable** if the wheelchair lift is inoperative, this must be reported immediately and a replacement vehicle must be in place within 30 minutes of breakdown. Before requesting Central be dispatched to

vehicle for repair; driver will trouble shoot possible causes. Dispatch and / or other drivers may have “solutions” to help fix issue.

**Seat belt usage:** All employees must comply with state laws for seat belt use. Employees are encouraged to wear seat belts even when the state law does not require it.

**Safety Equipment Checklist:** Drivers are responsible to ensure all safety equipment is on board their vehicle and it is in serviceable condition. Any shortages should be immediately reported to dispatch.

**Vehicle cleaning:** All vehicles must be cleaned inside at the end of the day. The exterior of the vehicles must be cleaned on a regular basis. When there is inclement weather, the vehicles will be washed as soon as practical after the weather abates. The condition of the vehicle a driver is operating is his / her responsibility.

**Reporting Discrepancies:** All safety related discrepancies will be reported immediately to Vehicle Maintenance via a Spirit of Kokomo Supervisor. A vehicle is unusable if the wheelchair lift is inoperative. If a driver has several little items that do not impact safe operation of the vehicle, he / she may make a list and pass to a Spirit of Kokomo Supervisor when convenient. The Supervisor will then contact Central Garage to schedule maintenance.

**Vehicular Accidents:** All vehicular accidents involving city vehicles must be reported in accordance with current Vehicle Maintenance Procedures. At a minimum, notification must be made to Spirit of Kokomo Dispatch and Kokomo Police Department (KPD) Dispatch. Notifications will be made via the vehicle radio. **All** accidents involving city vehicles must be investigated by KPD. In addition, all drivers must complete an **Accident Report** prior to the end of their shift on the date the accident occurs. Each block of the **Accident Report** must be filled in or marked either N/A (not applicable) or UNK (unknown). The only exception to completion of the form is if the driver is incapacitated and is unable to complete the form. This form will be turned in to Dispatch at the earliest possible opportunity.

**The following actions should occur immediately after a vehicular accident.**

- Ensure vehicle is stopped in a safe location. Do not move the vehicle unless safety is clearly jeopardized.
- Make initial notification to dispatch.
- Check vehicle riders, then occupants of other involved vehicles for injuries.
- Evacuate ambulatory riders.
- Update Dispatch on status of injuries and whether or not an ambulance and/or wrecker is required.
- Give First-Aid/CPR as required.
- Use sound professional judgment when following these procedures as it is impossible to provide a failsafe list of actions which will work in all circumstances.
- Accident report is to be filled out ASAP and a copy sent to Central Equipment; Central will determine if the vehicle can be repaired in house or needs to be sent to an outside vendor for repair (see Vehicle Accident Repair Procedure policy).

**Record keeping:** All transit vehicles should have a complete history that includes documentation of all repairs, inspections, and other related maintenance activities. Transit providers shall keep individual files for each vehicle in the fleet that contain the following information:

- Vehicle warranty information, where applicable
- Completed daily defect cards
- Completed inspection forms
- Work orders for repairs resulting from PM inspections
- Work orders for as-needed repairs
- Forms indicating any other repairs, overhauls, or rehabilitations

**Goals and Objectives:** Develop an affordable solution for the long-term maintenance of the agency’s Fixed Route System and Complementary Para-transit System vehicle fleets while improving citizen satisfaction and system reliability

**1st year goals**

- Perform specific maintenance at regularly scheduled intervals based on unit mileage
- Achieve departmental consensus on pre-programmed maintenance activities.
  - Complete audit of original manufacturer suggested maintenance intervals against consensus recommendations.

- Monitoring of existing system reports
  - Service delays
  - Road calls
- Rotate Key Manager Assignments
  - Supervisors learn the impact of work on finished products
  - Supervisors assigned learn the level of difficulty involved meeting expectation.
- Develop standard work procedures for pre-planned and routine maintenance activities.
- Determine mechanic abilities/training requirements for proper completion of all maintenance activities.
- Utilize central maintenance facility assets in support of preventative maintenance efforts; reduce focus on break-down maintenance.
- Perform pre-failure overhauls on individual components.

**3-year goals**

- Rework inspection maintenance program to better support pre-programmed maintenance intervals.
- Full implementation of planned maintenance activities.
  - Improve and standardize data acquisition.
  - Free up existing staff to be more involved with quality of tasks performed and overall product on the street.
- Intermodal or inter-garage competitiveness replaced with an ongoing discussion about best practices.
- Personnel picking from one location to another find identical tools, procedures and practices in place.
- Mechanics are more prepared to become supervisors, supervisors are more promotable.

**Anticipated Rewards:**

- Vehicle maintenance expenses become more predictable
- Improved “curb appeal” and quality in passenger compartment
- Predictable vehicle reliability over entire life cycle
- Improved maintenance productivity without significant increase in costs

<b>City-Line Trolley Fixed Route System</b>	<b>Capacity of existing services</b>	<b>Spirit of Kokomo Senior and Para-transit System</b>	<b>Capacity of existing services</b>
<ul style="list-style-type: none"> <li>• Resources and Funding</li> </ul>	<ul style="list-style-type: none"> <li>• Monday – Friday 6:30am – 7pm</li> </ul>	<ul style="list-style-type: none"> <li>• Resources and Funding</li> </ul>	<ul style="list-style-type: none"> <li>• Monday – Friday 6:30am – 7pm</li> </ul>
<ul style="list-style-type: none"> <li>• Operations - 5307 funding and City funding</li> <li>• Capital – 5307 and City match</li> </ul>	<ul style="list-style-type: none"> <li>• <b>4 – 35'</b> Gillig low-floor style</li> <li>• <b>3 – 30'</b> Freightliner medium duty chassis</li> </ul>	<ul style="list-style-type: none"> <li>• Operations - City of Kokomo</li> <li>• Capital- 5307,5310,5339 City match funds</li> </ul>	<ul style="list-style-type: none"> <li>• <b>22 – 12/2 Cut-a-way</b></li> <li>• <b>5 – MV1</b></li> <li>• <b>1 – Mini vans</b></li> </ul>
<ul style="list-style-type: none"> <li>• City of Kokomo 50/50 Match money</li> </ul>	<ul style="list-style-type: none"> <li>• <u>4 Routes/5 lines</u> Red, Blue, Yellow, Green &amp; Orange</li> </ul>	<ul style="list-style-type: none"> <li>• Used for Match toward City-Line Trolley fixed route system</li> </ul>	<ul style="list-style-type: none"> <li>• SOK runs beyond the required ¾ mile perimeter of fixed route covering entire city.</li> </ul>

Peak Fleet – Spirit of Kokomo currently operates 24 buses during peak and has a spare ratio of; however, many of the city’s fleet has become aged and require a great deal of maintenance.

The City-Line Trolley System operates 5 Trolleys during peak and has a spare ratio 20%.

All vehicles are rotated routinely throughout the routes to assure no vehicles accumulate excessive mileage over another.

The future goal of the City-Line trolley is to expand the Orange Line crossing over SR 931 and serving the east side of the community.

The Spirit of Kokomo will continue unrestricted access for eligible riders mirroring the fixed route system while exceeding the ¾ mile perimeter as they service the entire city.

The Citizen’s Advisory Committee on Transportation, the Technical Advisory Committee as Well as the KHCGCC Policy Board all help guide strategies to better serve our community.

The transportation system also reached out to local social service providers, community leaders, area neighborhoods, current riders, etc. for input on how to enhance the service experience and/or community need to help us:

1. Increase the number of rides for older adults, people with disabilities, individuals with lower incomes, and local and out of town individuals to become more effective and efficient in our daily service.
2. Increase the number of riders with easy access to transportation services for older adults, people with disabilities, individuals with lower incomes and local and out of town individuals to increase rider convenience and satisfaction.
3. Increase the quality of transportation services for older adults, people with disabilities, individuals with lower incomes and local and out of town individuals increasing rider satisfaction measure.

### Assets

On the following pages are inventory lists of FTA funded assets; to be updated as inventory changes.

Page 12. Rangers used in buses for dispatching trips and GPS capabilities.

Page 13. Computers, monitors, and servers

Page 14. Rolling stock

572	26-09020124	0000104ADD1C	24601143530, 6145342110, 6145343126	F61172EA
583	26-09040483	0000104AAF07	24601133315, 6145342471, 6145343487	F6114B03
582	26-09030204	0000104B0375	24601132076, 6145342015, 6145343031	F6114621
584	26-09040488	0000104AAA19	24601133292, 6145342456, 6145343472	F6114AEC
550	VEHICLE NO LONGER IN USE			
551	26-09040474	0000104A92D5	24601133262, 6145342462, 6145343478	
553	VEHICLE NO LONGER IN USE			
557	26-10010056	0000113B2CFE	24601405355, 4402691950, 4404435002	F61571AB
558	VEHICLE NO LONGER IN USE			
559	26-09040481	0000104AA438	24601133300, 6145342469, 6145343485	F6114AF4
560	26-09040472	0000104A93EA	24601133273, 6145342460, 6145343476	F6114AD9
564	26-09020125	0000104AAF24	2460,1143429, 6145342111, 6145343127	F6117285
571	26-09040492	0000104B06D7	24601133223, 6145342475, 6145343491	F6114AA7
566	Vehicle Used to Transport Drivers Back and Forth			
581	26-09040494	0000104B2D56	24601133295, 6145342477, 6145343493	F6114AEF
Trainer				
5671	26-09030205	000010A1EA3D	24601132136, 6145342014, 6145343030	F6114620
5681	26-09040667	0000104ADFFF	24601133304, 6145343213, 6145344259	F6114AF8
5691	26-10082428	00001416D03F	24601498243, 4042430892, 4407476852	F616DCB6
5542	26-09040473	0000104B2920	24601133272, 6145342461, 6145343477	F6114AD8
562	SWAT BUS NO RANGER			
5522	26-10010053	0000113AC1AF	24601405389, 4402691947, 4404434999	F61571CD
573	26-09040485	0000104A93CA	24601132047, 6145342473, 6145343489	
5552	26-10010059	0000113B12C4	24601405436, 4404435000, 4404435005	F61571FC
570	26-10082429	00001416E890	24601498244, 4042433429, 4408093391	F616DC83
585	26-10082430	00001416E885	24601498294, 4042430876, 4407476836	F616DC84
577	31-4016015	00001591D678	000C8E01FEB, 000C8E01FEBD, 0023A72B7ECE	60F57D9C
576	31-4016068	0000159AB23D	000C8E01FEE4, 000C8E01FEE5, 0023A71B9EA4	60F57D83
578	31-4022012	0000159283A3	000C8E01FE8C, 000C8E01FE8D, 0023A72B8BFF	60F4BBD9
579	31-4016018	00001591C806	000C8E01FEAC, 000C8E01FEAD, 0023A72BAA6C	60F57DEB
574	31-4016059	0000159283DD	000C8E01FEE0, 000C8E01FEE1, 0023A72B8C1D	60F57DCE
575	31-4016021	00001591B103	000C8E020084, 000C8E020085, 0023A72C185B	60F57DFB
547	31-4022024	0000159186C8	000C8E020048, 000C8E020049, 0023A72C034F	60F4F8D0
548	31-4016062	0000159187BD	000C8E01FED8, 000C8E01FED9, 0023A71BDCBB	60F57880
549	26-09040476	0000104A90D4	24601133325, 6145342464, 6145343480	F6114B0D
586	26-09040477	0000104AAE13	24601133284, 6145342465, 6145343481	added 12/8/2016
587	26-09030203	0000104B4057	24601132065, 6145342017, 6145343033	added 12/22/2016
	26-09040491	0000104AC8D8	24601133319, 6145342459, 6145343475	F6114B07
	26-09040478	0000104AAEC7	24601133275, 6145342466, 6145343482	F6114ADB
	26-10010058	0000113B2437	24601405392, 4402691952, 4404435004	F61571D0
	26-09040486	0000104A7BD4	24601132039, 6145342474, 6145343490	F6114607
	26-09040497	0000104A93DE	24601133253, 6145342480, 6145343496	F6114AC5
	26-10010054	0000113B5FE7	24601405360, 4402691948, 4404435000	F61571B0
	26-09040489	0000104AC8E2	24601132161, 6145342457, 6145343473	F6114681
	26-09040490	0000104AAE27	24601132853, 6145342458, 6145343474	F6114935
	26-09030201	000010A1FA34	24601132010, 6145342016, 6145343032	F6114668
	26-09040495	0000104AA7C2	24601133174, 6145342478, 6145343494	F6114A76
	26-09040480	0000104ADCC6	24601133334, 6145342468, 6145343484	F6114B16
	26-09040496	0000104ADEE1	24601133305, 6145342479, 6145343495	F6114AF9
	26-09040493	0000104B2D24	24601133246, 6145342476, 6145343492	F6114ABE
	26-09040484	0000104ABCA6	24601133250, 6145342472, 6145343488	F6114AC2
	26-09030202	000010A1E74C	24601132064, 6145342018, 6145343034	F611462C
	26-10010055	0000113B0D25	24601405400, 4402691949, 4404435001	F61571D8
	26-10092541	00001417248E	24601393049, 2342009241, 2342202339	F6154199
	26-10092542	00001417678C	24601392965, 2313080120, 4406510087	F6154145
	26-09040475	0000104AC3E8	24601133239, 6145342463, 6145343479	F6114AB7

CITY AND TOWN  
CAPITAL ASSETS LEDGER

FUND 2017 2018 2019

Form Prescribed by State Board of Accounts											City and Town Form 211 (I)										
Date of Purchase	Description Include: Name of Dept. or Office if General Fund	Serial/ Identification Number	Location of Asset	Original cost of Asset	Estimated Life of Asset	Grant Number	Amount Received on Disposal or Trade In	Condition	Infras	Buildings	Improvement Other Than Building	Machine and Equipme	Instruc in progres	Total Capital Assets							
12/02/09	HP DX7500MT	MXL9460WW0	Ko Cab	\$ 589.00	3 yrs	IN-90-X553	Disposed	Poor													
12/02/09	HP DX7500MT	MXL9460WW4	Senior Bus	\$ 589.00	3 yrs		Disposed	Poor													
12/02/09	HP DX7500MT	MXL9460WXJ	Senior Bus	\$ 589.00	3 yrs		Disposed	Poor													
12/02/09	HP DX7500MT	MXL9460WXF	Rhino	\$ 589.00	3 yrs		Disposed	Poor													
12/02/09	HP DX7500MT	MXL9460WWC	Senior Bus	\$ 589.00	3yrs		Disposed	Poor													
10/29/10	HP 6000 Pro	MXL03222RS	KHCGCC	\$ 679.00	3 yr	IN-90-0596-1	\$ 200.00	Poor													
10/29/10	HP 6000 Pro	MXL0330GCZ	KHCGCC	\$ 679.00	3 yr	IN-90-0596-1	\$ 200.00	Poor													
10/29/10	HP 6005 Pro	VS844UT	KHCGCC	\$ 859.00	3 yr	IN-90-0596-1	Disposed	Poor													
04/16/14	HP ProDesk 400 G1	MXL40425N3	KHCGCC	\$ 695.00	3 yr		Disposed	Poor													
04/16/14	HP ProDesk 400 G1	MXL4061KZZ	KHCGCC	\$ 695.00	3 yr		Disposed	Poor													
07/03/14	HP Pro 405 G1	MXL41924Z0	KHCGCC	\$ 499.00	3 yr		Disposed	Poor													
07/03/14	HP Pro 405 G1	MXL41924ZR	KHCGCC	\$ 499.00	3 yr		Disposed	Poor													
08/12/10	Barracuda Backup	Off Site	KHCGCC	\$ 297.00	3 yr		Disposed	Poor													
06/10/10	Canon IR3080i	ID number 6632	KHCGCC	\$2,975.00	5yr		Disposed	Poor													
03/11/16	HP ProDesk 400	MXL5511R3G	Senior Bus	\$ 599.00	3 yr		Virus	Poor													
11/16/10	HP Compaq	CNU5513M84	KHCGCC	\$1,499.00	3 yr	IN-96-0015	50%	Poor													
11/12/10	Intel Server	X5550	Server Rm	\$3,970.00		IN-96-0015	50%	Fair													
08/26/14	Viewsonic 27 in.	T8G141560256	Senior Bus	\$ 289.00		NonFTA															
11/10/10	Sm Bus Port	RJT10K903749	Server Rm	\$ 889.00		IN-96-0015		Fair						\$ 889.00							
05/27/15	HP Proliant ML350	SM25150TM7	Server Rm	\$4,093.00	3 yr	NonFTA		Good													
11/12/14	Cannon IRC2225	LYD54850	KHCGCC	\$4,095.00	3yr	NonFTA		Fair													
01/06/15	Xerox Phaser Printer	LA2276885	KHCGCC	\$ 349.00	3 yr	NonFTA		Fair													
11/19/10	Canon IR3025	MTV06814	Senior Bus	\$3,695.00	5yr	IN-96-0015		Good						\$3,695.00							
12/29/16	HP ProDesk 600	2UA6451BNR	Director office	\$ 999.00	3yr	NonFTA		Excellent													
12/02/16	Acer 24" LED Display	14900872643	Senior Bus	\$ 159.00	3yr	NonFTA		Excellent													
12/10/10	Axis SecurityCamera	00408CA33C86	Outside	\$2,441.00		IN-96-0015		Fair						\$ 2,441.00							
06/09/17	HP ProDesk 400 G4	2UA712286R	Senior Bus	\$729.00		IN-90-X701		Excellent						\$729.00							
06/09/17	HP ProDesk 400 G4	2UA712286F	Senior Bus	\$729.00		IN-90-X701		Excellent						\$729.00							
06/09/17	HP ProDesk 400 G4	2UA712287D	Senior Bus	\$729.00		IN-90-X701		Excellent						\$729.00							
06/09/17	HP ProDesk 400 G4	2UA712287V	Senior Bus	\$729.00		IN-90-X701		Excellent						\$729.00							
05/18/17	HP ProDesk 400 G4	2UA7152BS6	KHCGCC	\$729.00		IN-90-X701		Excellent						\$729.00							
05/18/17	HP ProDesk 400 G4	2UA7152BS5	KHCGCC	\$729.00		IN-90-X701		Excellent						\$729.00							
05/18/17	HP ProDesk 400 G4	2UA7152BRW	KHCGCC	\$729.00		IN-90-X701		Excellent						\$729.00							
06/08/17	HP ProDesk 400 G4	2UA7212HFL	KHCGCC	\$729.00		IN-90-X701		Excellent						\$729.00							
06/13/17	Fujitsu ScanSnap	AWTHD29915	KHCGCC	\$489.00		IN-90-X701		Excellent						\$489.00							
12/02/09	Viewsonic 27 in.	SW0123122083	KHCGCC	\$289.00		IN-90-X553		Fair						\$289.00							
12/02/09	Viewsonic 27 in.	SC7103502140	KHCGCC	\$289.00		IN-90-X553		Fair						\$289.00							
12/02/09	Viewsonic 27 in.	SC7103501697	KHCGCC	\$289.00		IN-90-X553		Fair						\$289.00							
12/02/09	Viewsonic 27 in.	R8F094500110	KHCGCC	\$289.00		IN-90-X553		Fair						\$289.00							
12/02/09	Viewsonic 27 in.	SC7103601799	KHCGCC	\$289.00		NonFTA		Fair						\$289.00							
12/02/09	Viewsonic 27 in.	SC7103501698	KHCGCC	\$289.00		NonFTA		Fair						\$289.00							
12/02/09	ACER	95204708785	KHCGCC	\$99.00		IN-90-X553		Poor						\$99.00							
12/02/09	ACER	83102462185	KHCGCC	\$99.00		IN-90-X553		Poor						\$99.00							
09/14/12	ACER	15102806143	Senior Bus	\$99.00		NonFTA		Fair						\$99.00							
12/02/09	ACER	9202462385	Senior Bus	\$99.00		IN-90-X553		Poor						\$99.00							
09/14/12	Viewsonic 27 in.	SWQ123320567	Senior Bus	\$269.00		NonFTA		Fair						\$269.00							
12/09/10	ACER	91706794185	Senior Bus	\$99.00		IN-96-0015		Poor						\$99.00							
12/09/10	Viewsonic 27 in.	RH5103303043	Senior Bus	\$269.00		IN-96-0015		Fair						\$269.00							
09/14/12	ACER	14900872643	Senior Bus	\$99.00		NonFTA		Fair						\$99.00							
12/02/09	Viewsonic 27 in.	SC7103601087	Senior Bus	\$289.00		IN-90-X553		Fair						\$289.00							
12/09/10	ACER	92102462485	Senior Bus	\$99.00		IN-96-0015		Poor						\$99.00							
12/02/09	Viewsonic 27 in.	SC7103602472	Senior Bus	\$289.00		IN-90-X553		Fair						\$289.00							

## 2016 City of Kokomo Transportation - Vehicle Inventory Information

Bus #	VIN #	Purchase Date	MFG. Date	Plate #	Year	Color	Make/Model	Body SN	Lift Make	Lift Model #	Lift Serial #
547	1FD7E4-3660C5674	8.5.2016	4.2016	41074	2016	WH-TE	FORD E 450/4DC	ECK607923	Braun	NCL919B-2	16062801220
549	1FD7E4753GDC55756	8.5.2016	4.2016	41073	2016	WH-TE	FORD E 450/4DC	ECK607925	Braun	NCL919B-2	16162801218
543	1FD7E4753GDC56759	8.5.2016	4.2016	41076	2016	WH-TE	FORD E 450/4DC	ECK607925	Braun	NCL919B-2	16162801219
550	3HNMV40K3HB37397	10.6.2003	9.2003	65136	2003	WHITE	FORD/4DC	86080739	Braun	L917FIB	Retired
551	1G0JG316361113052	9.27.2008	8.2007	74470	2008	WHITE	CHRY	1C081571	Braun	NL917FIB-2	3A-00264
552	1FDEE3F16H0A13327	4.8.2014	9.2010	24930	2011	WHITE	FORD E 350/3DC	GL11796-(Jesco)	Braun	NCL919FIB-2	3A-04499
553	1FDXE45F23H306018	10.6.2004	3.2004	65037	2004	BLACK/GRAY	FORD/4-DC	20080697			Retired
554	1FDEE3F53DDA36132	9.19.2014	1.2013	24937	2013	WHITE	FORD E 350/3DC		Braun	NCL919FIB-2	3A-08775
559	1FDXF4F57ADA6882	3.19.2014	5.2010	24932	2010	WHITE	FORD E 450/4DC		Braun		
557	1FDWE35F32HA28961	4.11.2007	3.2007	14833	2007	WHITE	FORD/3DC	1C081571	Braun	L917FIB	06-05879
558	3HNMV40K3HB39480	8.4.2005	2005	69335	2005	WHITE	FORD/4DC	86080486	Braun	NL917FIB-2	Retired
559	1G0JG316181112823	9.27.2008	8.2007	74471	2008	WHITE	CHRY	G33803	Braun	NL917FIB-2	3A-00010
560	1FDXF45P22HB39497	8.4.2005	3.2005	69336	2005	WHITE	FORD/4DC	86080679	Braun	NL917FIB-2	3A-00267
561	1FDXC45F1HA36293	10.6.2004	10.2004	65037	2004	BLACK/GRAY	FORD/4-DC	40080601			Retired
564	1FD7E45P290A18937	6.18.2009	10.2006	77149	2008	WHITE	FORD/4DC	9C080633	Braun	NL919FIB-2	8B-02410
570	1G85G5DL3C1107916	11.25.2013	8.2013	22187	2014	WHITE		00080747	Braun	NL919FIB-2	3A-00900
571	1G85G5DL3F1109164	11.26.2013	9.2013	22186	2014	WHITE	CHRY/CT4	00080243	Braun	NL919FIB-2	3A-09915
574	1FD7E4F57GDC14090	9.24.2015	7.2015	35229	2016	WHITE	FORD/ELKHART	ECK-607085	Braun	NCL919IB-2	15080700486
575	1FD7E4F57GDC14089	9.24.2015	7.2015	35230	2016	WHITE	FORD/ELKHART	ECK-607088	Braun	NCL919IB-2	15080700499
576	1FD7E4F57GDC14087	9.24.2015	7.2015	35231	2016	WHITE	FORD/ELKHART	ECK-607083	Braun	NCL919IB-2	15080700488
577	1FD7E4F57GDC14086	9.24.2015	7.2015	35228	2016	WHITE	FORD/ELKHART	ECK-607082	Braun	NCL919IB-2	15080700484
578	1FD7E4F57GDC14109	9.24.2015	7.2015	35227	2016	WHITE	FORD/ELKHART	ECK-607081	Braun	NCL919IB-2	15080700481
579	1FD7E4F57GDC14085	9.24.2015	7.2015	35226	2016	WHITE	FORD/ELKHART	ECK-607087	Braun	NCL919IB-2	15080700479
565	108HM4H08810283	10.14.2009	9.2007	81410	2008	WHITE	DODGE/CAR	0924200684B			
566	108HM4H088102677	10.27.2009	8.2008	81409	2009	WHITE	DODGE/CAR	082608603HB			
567	523MF1A64CM100876	10.12.2012	3.2012	14462	2012	WHITE	VPG/MV-1	MV1GD			
568	523MF1A69CM100887	10.12.2012	3.2012	14461	2012	WHITE	VPG/MV-1	MV1GD			
569	523MF1A66CM100889	10.12.2012	3.2012	14467	2012	WHITE	VPG/MV-1	MV1GD			
572	57WMD1A68EM100320	9.10.2014	3.2014	28549	2014	WHITE	MV1/VA				
573	57WMD1A6XFM100892	9.10.2014	3.2014	28548	2014	WHITE	MV1/VA				

## **Memorandum**

**To: Larry Ives - KHCGCC**

**From: Dean A. McCloskey - Central Equipment**

**CC: Tammy Corn - Transportation Director**

**Date: September 17<sup>th</sup>, 2013**

**Re: Updated Preventive Maintenance Policy**

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**Effective November 1, 2013, preventive maintenance for the Gillig Trolleys will be scheduled every 7000 miles. This extension is due to the observations of the oil analysis data, OEM recommendations, and the more robust design of the units.**

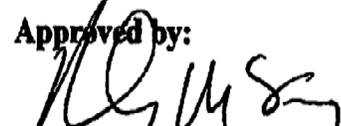
**The intervals of the other units of the Transportation fleet will not change, and will remain at 5000 miles.**

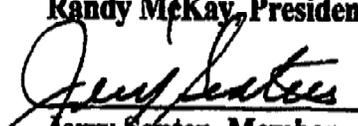
**It will still be the responsibility of each driver to check and report the odometer mileage against the "service due" sticker. If the odometer mileage exceeds the sticker mileage, the driver will notify dispatch so that another unit can be assigned and notification can be given to Central Garage of the preventive maintenance requirement. The unit will remain out of service until the work is completed.**

**Thank you,**

**Dean A. McCloskey  
Fleet Director - Central Equipment  
919 Millbrook Lane  
Kokomo, IN 46901  
765-456-7561  
765-456-7547 (fax)**

Approved by:

  
Randy McKay, President

  
Jerry Santen, Member

  
Susan Stewart, Member



33  
Contractors  
Oversite  
Procedure

## CITY OF KOKOMO

### VEHICLE ACCIDENT REPAIRS PROCEDURE

1. All vehicle accidents are reported to Central Equipment (Garage) and the Controller's Office.
2. The involved vehicle is requested to come to Central Equipment (Garage) for a visual check for damage.
3. Upon review of the damage, the Supervisor and/or the Director of Central Equipment makes the determination of sending damaged vehicle to body shops for estimates, or to immediately turn it over to insurance.
4. Damage over \$5,000 requires having our insurance write an estimate before repairs.
5. If it is determined the damage is under \$5,000, the vehicle is taken to two (2) body shops for estimates.
6. Once the estimates are received, the Director will review.
7. If estimates are satisfactory, the body shop with the lowest estimate is usually selected to make the repairs.
8. When damage is over \$5,000, the insurance company is contacted. An insurance estimator inspects the vehicle and writes an estimate.
9. The body shop awarded the repairs must use this estimate, and not exceed the amount of the estimate unless the insurance company is contacted and a supplement is written.
10. The City of Kokomo uses local dealerships' body shops and other shops large enough to handle the repairs.
11. Body Shops are not contracted by the City and are chosen due to their quality, standard of work, and their ability to work with our insurance provider.
12. Body Shops are placed on a rotation form to provide even distribution of repairs.
13. If a chosen body shop begins doing less than standard repairs, the shop can be removed from the rotation list.

## Van & Spirit of Kokomo Inspection Sheet

**Date:** \_\_\_\_\_ **Driver:** \_\_\_\_\_ **Vehicle #:** \_\_\_\_\_

**Fuel/ and Mileage: Gallons:** \_\_\_\_\_ **Mileage:** \_\_\_\_\_

**Is vehicle within 200 Miles from next Service? YES or NO (circle one)**

**Sticker Mileage:** \_\_\_\_\_ **Actual Mileage:** \_\_\_\_\_

**Spotter for backing out and checking my lights today was:**

**Spotter Signature:**

**Driver Signature:**

### Inspect each item below.

Check each box as you do your inspection. If there is a problem, place an X in the box and include a description on the inspection sheet and report it to a Supervisor

### Inspection of Exterior of Vehicle

	Tires		Under the Hood
<input type="checkbox"/>	Rims: damage/rust	<input type="checkbox"/>	Oil and Coolant Level
<input type="checkbox"/>	Tread: Wear and depth	<input type="checkbox"/>	Leaks in engine carpartment
<input type="checkbox"/>	Cuts/damage	<input type="checkbox"/>	Condition of hoses
<input type="checkbox"/>	Cut or cracked valve stems	<input type="checkbox"/>	Battery: connection/corrosion
<input type="checkbox"/>	Lug nuts: tightness/rust	<input type="checkbox"/>	Belts: tightness/wear
	Lights		Other
<input type="checkbox"/>	Headlights: working/broken	<input type="checkbox"/>	Windshield: Cracks
<input type="checkbox"/>	Turn signals: working/broken	<input type="checkbox"/>	Mirrors: Cracks/damage
<input type="checkbox"/>	Flashers: working/broken	<input type="checkbox"/>	Body damage
<input type="checkbox"/>	Brake lights: working/broken	<input type="checkbox"/>	Passenger Door: open/close
<input type="checkbox"/>	Hazzards: working/broken	<input type="checkbox"/>	Drivers Door
<input type="checkbox"/>	Clearance lights: working/broken	<input type="checkbox"/>	Video light on / working
<input type="checkbox"/>		<input type="checkbox"/>	Windows: Cracks/damage

### Inspection of Interior of Vehicle

<input type="checkbox"/>	Gauges: all working properly	<input type="checkbox"/>	Headlights: working
<input type="checkbox"/>	Steering wheel: loose/sticking	<input type="checkbox"/>	Turn signals: working
<input type="checkbox"/>	Accelarator pedal: working	<input type="checkbox"/>	Hazzard/flasher Lights
<input type="checkbox"/>	Brake pedal: working	<input type="checkbox"/>	Mirrors: adjusted properly
<input type="checkbox"/>	Horn: works properly	<input type="checkbox"/>	Seats/seat belts: cuts/holes
<input type="checkbox"/>	Windshield wipers: work properly	<input type="checkbox"/>	Emergency exits: check all
<input type="checkbox"/>	Heater/Air : works properly	<input type="checkbox"/>	Radio: works properly
<input type="checkbox"/>	Back up beeper: working	<input type="checkbox"/>	Cleanliness: Floors/interior
<input type="checkbox"/>	Emergency/Safety equipment	<input type="checkbox"/>	Ranger: working

### Wheel Chair Lift Operation

<input type="checkbox"/>	Emergency Brake: working	<input type="checkbox"/>	Raises/Lowers properly
<input type="checkbox"/>	Lift deploys properly	<input type="checkbox"/>	Stows properly
<input type="checkbox"/>	Lift door: open/close properly	<input type="checkbox"/>	Belts/Straps: in bag not in floor

# Trolley Inspection Sheet (AM)

<b>Date:</b>	<b>Driver:</b>	<b>Vehicle #:</b>
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My spotter for backing out and checking my lights today was:

Spotter Signature:

Driver Signature:

## PUT BEGINNING AND ENDING MILES ON BACK OF THIS SHEET

Check each box as you do your inspection. If there is a problem, place an X in the box and include a description on the inspection sheet and report it to a Supervisor

### Inspection of Exterior of Vehicle

	Tires		Under the Hood
	Rims: damage/rust		Oil and Coolant Level
	Tread: Wear and depth		Leaks in engine compartment
	Cuts/damage		Condition of hoses
	Cut or cracked valve stems		Battery: connection/corrosion
	Lug nuts: tightness/rust		Belts: tightness/wear
	Lights		Other
	Headlights: working/broken		Windshield: Cracks
	Turn signals: working/broken		Mirrors: Cracks/damage
	Flashers: working/broken		Body damage
	Brake lights: working/broken		Passenger Door: open/close
	Hazzards: working/broken		Drivers Door
	Clearance lights: working/broken		Windows: Cracks/damage

### Inspection of Interior of Vehicle

	Gauges: all working properly		Headlights: working
	Steering wheel: loose/sticking		Turn signals: working
	Accelerator pedal: working		Hazzard/flasher Lights
	Brake pedal: working		Mirrors: adjusted properly
	Horn: works properly		Seats/seat belts: cuts/holes
	Windshield wipers: work properly		Emergency exits: check all
	Heater/Air : works properly		Radio: works properly
	Back up beeper: working		Cleanliness: Floors/interior
	Emergency/Safety equipment		Ranger: working

### Wheel Chair Lift Operation

	Emergency Brake: working		Raises/Lowers properly
	Lift deploys properly		Stows properly
	Lift door: open/close properly		Belts/Straps: in bag not in floor

Trolley Inspection Sheet (PM)					
CIRCLE ONE: RED, BLUE, ORANGE, YELLOW/GREEN					
Week #			Daily Totals:		
Red		Total:		Red	
Blue				Blue	
Orange		Average:		Orange	
Yellow/Green				Yellow/Green	
Date:		Fuel:		Route Totals:	
Driver:		Sticker Miles:		Vehicle #:	
Beginning Mileage:			Ending Mileage:		
My spotter for backing out and checking my lights today was:					
Is Trolley within 350 miles of next service? YES OR NO					
Inspection of Exterior of Vehicle					
Tires			Under the Hood		
	Rims: damage/rust			Oil and Coolant Level	
	Tread: Wear and depth			Leaks in engine compartment	
	Cuts/damage			Condition of hoses	
	Cut or cracked valve stems			Battery: connection/corrosion	
	Lug nuts: tightness/rust			Belts: tightness/wear	
Lights			Other		
	Headlights: working/broken			Windshield: Cracks	
	Turn signals: working/broken			Mirrors: Cracks/damage	
	Flashers: working/broken			Body damage	
	Brake lights: working/broken			Passenger Door: open/close	
	Hazzards: working/broken			Drivers Door	
	Clearance lights: working/broken			Windows: Cracks/damage	
Inspection of Interior of Vehicle					
	Gauges: all working properly			Headlights: working	
	Steering wheel: loose/sticking			Turn signals: working	
	Accelerator pedal: working			Hazzard/flasher Lights	
	Brake pedal: working			Mirrors: adjusted properly	
	Horn: works properly			Seats/seat belts: cuts/holes	
	Windshield wipers: work properly			Emergency exits: check all	
	Heater/Air : works properly			Radio: works properly	
	Back up beeper: working			Cleanliness: Floors/interior	
	Emergency/Safety equipment			Ranger: working	
Wheel Chair Lift Operation					
	Emergency Brake: working			Raises/Lowers properly	
	Lift deploys properly			Stows properly	
	Lift door: open/close properly			Belts/Straps: in bag not in floor	
Daily Passenger counts					
Adults	Students	Elderly	Disabled	Age 6and Under	Total Passengers
List any issues or concerns on Trolley in space below					